



OPEN EXAMINATION ANNOUNCEMENT
OPEN – SACRAMENTO/LOS ANGELES

SENIOR ARCHITECT

Salary Range: \$7,377 - 8,965

Final Filing Date: Continuous*

*** Testing is considered continuous as dates can be set at any time. The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant.**

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION, OR PREGNANCY.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is an OPEN examination for the Office of Statewide Health Planning & Development (OSHPD). Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

State Examination and/or Employment Applications (Form 678) are available on the Internet at www.spb.ca.gov or upon request from the OSHPD Exam Unit, and may be filed in person or by mail. Résumés alone will not be accepted.

EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED. Submit completed application to:

**Office of Statewide Health Planning & Development
Human Resources Office
Attention: Exam Unit
400 R Street- Suite 364
Sacramento, CA 95811-6213**

If you have questions concerning this examination please contact:

Mike Sexton at (916) 326-3272

TESTING PERIOD

Competitors who are eliminated for not meeting the minimum qualifications as stated on this examination bulletin may reapply when the entrance requirements are met. Successful competitors establishing list eligibility for 12 months are restricted from reapplying again during the 12 month eligibility period.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements or other reasonable accommodation, mark the box in question #2 on page 1 of the application. You will be contacted in advance to ensure that proper accommodations are made. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the OSHPD Human Resources Office at (916) 326-3272.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

Applications/résumés **MUST** contain the following information: **“to” and “from” dates (month/day/year), time base, hours per week, and civil service class title(s) and range, if applicable. Applications received without this information may be rejected.**

If an examination requires or accepts education, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. The same applies for question #14 (valid licenses, certificates, etc.). **Applicant must provide a copy of the course work or degree at the time of filing.** If this information is not included (unless education is not needed), the application will be declined and a notice will be mailed to the applicant asking for this information by a determined deadline date. **Applicants who are hired from this employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approved foreign transcript evaluation agency before they may be used for credentialing purposes.

**MINIMUM
QUALIFICATIONS**

Possession of a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required. (Applicants who are eligible to apply for registration will be admitted into the examination but must possess a valid certificate of registration to be eligible for appointment.)

Either I

Two years of experience in California state service performing the duties of an Associate Architect or Architectural Project Production Analyst.

Or II

Experience: Five years of experience in an architectural office, at least three years of which shall have involved responsible planning and designing of major buildings. and

Education: Equivalent to graduation from college with major work in architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**SPECIAL PERSONAL
CHARACTERISTICS**

Demonstrated creative and artistic ability.

THE POSITION

Under general direction, create architectural plans and designs for buildings and groups of buildings which have difficult architectural problems; direct the work of design and planning teams.

**EXAMINATION
INFORMATION**

This examination will consist of **either**:

- A. A qualifications appraisal interview weighted 100%, or
- B. A supplemental application examination weighted - 100 %, or
- C. An evaluation of each candidate's experience and education weighted 100%.

If interviews are conducted, the interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the qualification appraisal interview, the supplemental application examination, or the education and experience process. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE ELIMINATED.**

List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

SCOPE

Emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
 - 1. Architecture, architectural practice, details of planning and designing of public buildings, and groups of buildings
 - 2. Architectural and building materials
 - 3. Costs, codes, and construction methods
 - 4. Structural, electrical, and mechanical engineering as related to buildings
 - 5. Methods of organization and personnel management
 - 6. Principles of budgeting
 - 7. Department's Equal Employment Opportunity (EEO) Program objectives
 - 8. A manager's role in the EEO Program and the processes available to meet EEO objectives
- B. Ability to:
 - 1. Make and analyze comprehensive architectural designs
 - 2. Present information clearly and effectively in pictorial and written forms
 - 3. Analyze situations accurately, and adopt an effective course of action
 - 4. Direct the work of a group of architectural designers or project architects
 - 5. Effectively contribute to the department's EEO objectives.

**ELIGIBLE LIST
INFORMATION**

An OPEN eligible list will be established for OSHPD. Names of successful candidates will be merged into the list in order of final score order regardless of date eligibility is established. Eligibility expires 12 months after it is established.

**VETERANS PREFERENCE
CREDITS**

Veterans Preference Credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

**CONFIDENTIALITY /
SECURITY**

Pursuant to Government Code Sections 19680-19682, it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being disqualified from competing in the rest of the examination, barred from participating in future examinations, removed from other employment lists on which he or she already has eligibility, and/or subject to criminal charges.

General Information

It is the competitor's responsibility to contact the OSHPD Human Resources Office at (916) 326-3272, three weeks after the final filing date if he/she has not received a progress notice.

If the candidate's notice oral interview fails to reach him/her prior to the day of the interview due to verified postal error, he/she will be rescheduled upon written request.

Applications (std. 678, Rev12-06) for open and promotional examinations are available at the OSHPD Human Resources Office, the State Personnel Board (SPB), local offices of the Employment Development Department, and the SPB Website at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Office of Statewide Health Planning & Development (OSHPD) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with the civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under the provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code Sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams. These codes and rules may be reviewed at the OSHPD Human Resources Office or at the Information Counter of the State Personnel Board office.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others, as well as a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929
Voice 1-800-735-2922